



NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 3319.1

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Management of Senior Scientific and Technical and Other Senior Level Positions w/Change 1 (3/29/04)

Responsible Office: Office of Human Capital Management

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Change History

NPR 3319.1, Management of Senior Scientific and Technical and Other Senior Level Positions

1	03/29/04	Deletions made as a result of ADI/Jennings' memo dated 12/05/03. Administrative changes made throughout to correct responsible office codes, names, and to change NPG to NPR.
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Effective Date: May 7, 1999

Preface

P.1. Purpose

This NPR establishes the lines of authority, distribution of responsibilities, and principal statements of policy governing management of Senior Scientific and Technical (ST) and Senior Level (SL) positions in NASA.

P.2. Applicability

This NPR applies to NASA Headquarters and NASA Centers, including Component Facilities.

P.3. Authority

P.3.1. Title 5, U.S.C. 3104.

P.3.2. Title 5, U.S.C. 5108.

P.4. References

NPD 3000.1, "Management of Human Resources."

P.5. Cancellation

NMI 3100.5, dated December 12, 1991

/s/ Vicki A. Novak
Assistant Administrator for
Human Resources

Distribution:

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Chapter 1. Management Authority

1.1. The Administrator is responsible for the overall management of ST and SL positions in NASA.

1.2. The Assistant Administrator for Human Resources assists the Administrator in the overall management of ST and SL positions; directs activities that provide policy advice and management support to the Administrator; and oversees and coordinates systems dealing with recruitment, appointment, position allocation and management, executive development, performance appraisal, and compensation.

1.3. Institutional Program Officers (IPO's) are Enterprise Associate Administrators with the dominant activity at a NASA Center, and they exercise oversight of the ST and SL resources system within their Headquarters organization and the Centers where their activity is dominant.

1.4. Executive Position Managers (EPM's) are Officials-in-Charge of Headquarters Offices (OIC's) and Center Directors, and they manage the NASA ST and SL resources system within their NASA organizational jurisdictions. The EPM's implement ST and SL management policy and processes in their organizations, including performance appraisals, bonus nominations, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates.

1.5. The Administrator assumes and retains all authority not specifically delegated, including (but not limited to) approval of the following:

- a. New appointments.
- b. Creation of new positions.
- c. Assignments to newly created positions.
- d. Reserved.
- e. Reserved.
- f. Incentive Awards.
- g. Annual performance awards (bonuses).
- h. Adverse actions.
- i. Reassignments between organizations headed by different EPM's.
- j. Reassignments involving a permanent change of station.
- k. Details, Intergovernmental Personnel Act (IPA), or developmental assignments exceeding 120 days.

1.6. The Administrator delegates to IPO's and OIC's authority to approve and carry out the following actions for ST's and SL's in existing approved positions within their NASA organizational jurisdictions, after 15 days advance notice to the Administrator:

- 1.6.1. Reassignments and title changes.
- 1.6.2. Single-level pay increases up through ST/SL-4.
- 1.6.3. Reserved.

1.7. Annually, the Administrator will determine a fixed number of 5 percent bonuses to be allocated to the IPO's, and to the technical and administrative Headquarters staff office groups, for award to ST and SL employees. IPO's will further allocate to their Center Directors an appropriate allocation for award to employees at each Center.

1.8. Reserved

Chapter 2. Coverage and Exclusions

2.1. Coverage

ST and SL positions provide a senior level resource to be used by the Administrator in support of the mission of NASA. The ST and SL personnel system and authority to effect personnel actions emanate from the Administrator.

2.2. Objectives

2.2.1. To attract and retain highly competent senior personnel.

2.2.2. To provide for their systematic development.

2.2.3. To hold them accountable for their performance and to reward high performers and remove poor performers.

2.3. Characteristics of an ST Position

A position classified above GS-15 pursuant to 5 U. S. C. 3104, to carry out research and development functions in the physical, biological, medical, or engineering sciences, or a closely related field, that

2.4. Characteristics of an SL position

A position classified above GS-15 pursuant to 5 U. S. C. 5108, that is not covered by other pay system.

2.5. Exclusions

This NPR excludes positions assigned to the Office of Inspector General.

Chapter 3. Policy

3.1 Initial Pay Level

Initial appointments will be made at the lowest practicable pay level. Current employees converted to an ST/SL position may receive an appropriate increase in pay, normally a minimum of 6 percent. Appropriate alignment with the pay of SES positions will also be considered.

3.2 Performance Appraisal

Performance is evaluated annually to enhance the achievement of Agency goals and serves as a basis for granting annual performance awards. The ST/SL appraisal period begins July 1 and ends June 30.

3.3 Pay Structure

The NASA ST/SL pay system consists of 7 pay levels. Level ST/SL-C is a pay band covering the lower third of the ST/SL pay range, and has a minimum pay rate of no lower than 120 percent of the GS-15/1 pay rate and a maximum pay rate not to exceed the ST/SL-1 pay rate. Levels ST/SL-1 through ST/SL-6 have fixed pay rates, covering the upper two thirds of the ST/SL pay range. The pay rate for ST/SL-6 will not exceed the pay rate for SES Level ES-6. Specific pay rates for NASA ST/SL Levels are determined by the Administrator. Current pay rates are shown in Appendix A.

3.4 Pay Increases

3.4.1. Merit Increases. Level increases and merit increases in pay within ST/SL Level C will be based on demonstrated performance. Such increases can occur no more than once in a 12-month period. Level increases can, in rare cases, and subject to the approval of the Administrator, be more than 1 level.

3.4.2. Promotions. Promotions to Levels ST/SL-5 and ST/SL-6 will be rare, and will be approved by the Administrator based on the special importance of the position and/or the unusually high qualifications of the incumbent.

3.5 Performance and Incentive Awards

Incumbents will be considered for all awards for which they are eligible under Federal law and OPM guidelines. They will be considered on the basis of performance rather than position. A range of award amounts based on performance shall be given.

3.6 Employee Development

NASA will provide an effective program framework and the required resources for the systematic development and continuous professional growth of its ST and SL employees. NASA and each employee share the responsibility for identifying individual development needs and obtaining the training, education, and development experiences to meet them. Pursuant to its responsibility, NASA provides in-house education, financial, and logistics support for academic education programs, and arrangements for developmental work assignments.

3.7 Ethical Standards

ST and SL employees will maintain the highest level of ethics. Each is entrusted with major responsibilities in support

of programs established by our national leadership. They must receive annual ethics briefings, supplemented with additional training, as appropriate, and must complete a public financial disclosure report annually as well as when entering and leaving their ST or SL position.

Appendix A. NASA ST/SL Pay Schedule

NASA ST/SL Pay Structure

Locality Pay Rates

LOCATION	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL
ARC	\$115,660	\$121,087	\$125,900	\$125,900	\$125,900	\$125,9
LARC, KSC, SSC	\$108,305	\$113,387	\$118,574	\$124,927	\$125,350	\$125,3
GRC	\$109,379	\$114,511	\$119,750	\$125,900	\$125,900	\$125,9
DFRC	\$113,696	\$119,031	\$124,477	\$125,900	\$125,900	\$125,9
HQS/GSFC	\$110,351	\$115,529	\$120,814	\$125,900	\$125,900	\$125,9
JSC	\$115,517	\$120,937	\$125,900	\$125,900	\$125,900	\$125,9
MSFC	\$108,755	\$113,858	\$119,067	\$125,446	\$125,871	\$125,8

Base Pay Rates for NASA ST/SL Employees

LOCATION	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL
ALL LOCATIONS	\$102,300	\$107,100	\$112,000	\$118,000	\$118,400	\$118,4